



United States District Court, Northern District of Indiana

204 South Main Street

South Bend, IN 46601

www.innd.uscourts.gov

Job Announcement Number:12-06

VACANCY ANNOUNCEMENT

Position Title: TEMPORARY Case Administrator II (one year + one day)
Grade Range: CL 25/1 to CL 25/61
Salary Range: \$37,941 to \$61,709 (Starting salary commensurate with work experience, education and qualifications)
Location: Fort Wayne, Indiana
Opening Date: September 4, 2012
Closing Date: September 18, 2012

Introduction:

The United States District Court for the Northern District of Indiana is accepting applications for the position of TEMPORARY Case Administrator in our Fort Wayne Division, reporting directly to the Division Manager. We are seeking a highly motivated individual to join our team. Case Administrators perform various functions and are responsible for maintaining and processing case information and managing the progression of cases from opening to final disposition, in accordance with approved internal controls, procedures and rules.

The United States District Court for the Northern District of Indiana consists of 12 judicial officers and staffs located in four divisional offices throughout the District (South Bend, Hammond, Fort Wayne and Lafayette). The Court covers 32 counties in the northern half of the State of Indiana. This is a full-time TEMPORARY position with the Court and is located in the Fort Wayne.

Representative Duties:

- Manage the progression of cases by maintaining official case records in the CM/ECF automated system, making summary entries on the case docket, and ensuring all imaged documents are properly linked.
- Monitor the completion of required procedural steps and perform necessary quality assurance, noticing, administrative and clerical tasks.
- Inform customers of required fees. Receive payments and issue receipts. Secure funds in cash register and balance cash drawer at the end of the day.
- Process appeals.
- Answer and route incoming calls.
- Operate a variety of office equipment.
- Receive and stamp incoming documents. Process e-mail received from electronic filers.
- Provide basic information to the public, bar and the court.

Qualifications:

High school graduation or equivalent, and a minimum of two years general and two years of specialized experience.

General Experience: Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

Specialized Experience: Progressively responsible legal administrative work experience, requiring the regular and recurring application of clerical or administrative procedures involving the routine use of specialized terminology, keyboard skills, and demonstrated ability to apply a body of rules, regulations, directives or laws.

Preferred Skills: College degree, higher education courses, and/or prior court/legal experience. Familiarity with civil and criminal procedures. Knowledge of CM/ECF (the federal judiciary's case management/electronic case filing system) or other electronic docketing systems. Knowledge of Word Perfect, Adobe Acrobat, Internet browsers, and scanning equipment.

The successful candidate will also possess: Excellent organizational skills and experience in handling multiple workload demands, accuracy and attention to detail, ability to exercise sound independent judgment, strong computer and analytical skills, excellent customer service skills, dependability with a strong work ethic, and the ability to work harmoniously and communicate effectively with others, both orally and in writing.

Benefits:

Employees of the United States Courts are not included in the government's Civil Service classification but are entitled to similar benefits as other Federal employees, including: 10 paid holidays per year; paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years; 13 days per year of paid sick leave; retirement benefits; optional participation in Thrift Savings Plan, choice of Federal Employees' Health Benefits, Flexible Benefits Program, and long-term care insurance. Credit, time-in-service, for prior government service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Conditions of Employment:

Employees of the United States District Court serve under excepted appointments and are considered "at will" employees. All application information is subject to verification. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees. All applicants must be U.S. citizens or be eligible to work in the United States. All appointments are subject to mandatory electronic direct deposit of salary payments. Employment will be considered provisional pending the successful completion of an initial OPM background investigation. Participation in the interview process will be at the applicant's own expense. The court will not pay for relocation expenses.

How to Apply:

Qualified applicants are invited to submit a complete applicant's packet which includes: a cover letter specifying how you satisfy the qualifications of this position, current detailed resume, college transcripts (if applicable) and an AO 78 Application for Judicial Branch Federal Employment Form AO 78 (available at www.innd.uscourts.gov). **Applicant packets must be received by 5:00 p.m. on Tuesday, September 18, 2012 to be considered.** Applicant packets will not be considered complete until all of the items listed above have been received.

Please email your complete applicant packet to: humanresources@innd.uscourts.gov

Only applicants selected for an interview will be notified.

A detailed job description is available on the court website: www.innd.uscourts.gov

The United States District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, any of which may occur without prior written notice.

The United States District Court is an equal opportunity employer.